



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

To : Prospective service provider  
From : SCM /store  
Date : 06/02/2026  
Enquiries : Procurement Office  
Telephone : 015 780 6400/2/4/6/8  
Ref : REQ9661

Kindly provide this office with a written quotation for the supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices No.3 Nyala Street, Phalaborwa, not later than 16/02/2026 at 12H00

| QUANTITY | Description                                                       | Price/unit<br>(Inc. Vat) | Delivery<br>Period |
|----------|-------------------------------------------------------------------|--------------------------|--------------------|
| 15 DAYS  | ➤ HIRING OF EXCAVATOR FOR 15 DAYS AT WET RATE                     |                          |                    |
|          | ➤ OPERATOR MUST HAVE COMPETENCY CERTIFICATE                       |                          |                    |
|          | ➤ CERTIFIED PROOF OF OWNERSHIP (MATIS DOCUMENTS)                  |                          |                    |
|          | ➤ MACHINE MUST BE ROADWORTHY<br>➤ EXCAVATOR MUST COME WITH LOWBED |                          |                    |

Please number your quotes (Your Ref no)

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- The municipality retains the prerogative to reject any quotes it deems to be excessive
- A firm delivery period must be indicated.
- Tax Clearance Pin
- A service provider registered with central supplier database (CSD)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)  
20 is further evaluated: 20 for 100% Black owned.  
18 for +51% Black owned; and  
14 for Less than 51% Black owned